



Spring 2010 Kansas CCMFOA Newsletter



PRESIDENTS MESSAGE

The 2010 Spring Conference was outstanding. We celebrated the 60th anniversary of the City Clerks and Municipal Finance Officers Association of Kansas – 1950 to 2010. We had two pre-conference sessions. For the session on parliamentary procedures, we brought in the speaker from the IIMC Conference in Chicago in 2009. Nancy Sylvester was also a keynote speaker and presented a breakout session during the conference. The second pre-conference session was an Athenian Dialogue on the book “We Band of Angels.” Mary Lynne Stratta, the current President of IIMC presented that session. For the conference, we had excellent speakers and educational sessions and an opportunity to talk to and obtain information from 25 vendors. The vendor reception was fun with many nice door prizes and cash prizes. Then Thursday night, we had a banquet and program to honor Past Presidents, Retirees, Clerk of the Year awardees, IIMC Quill Award recipients and IIMC Region Directors. Following that program, we also recognized Tom Roberts, the City Clerk for the Unified Government, who was retiring. During his career, Tom had been all of the above—Past President of CCMFOA, Clerk of the Year awardee, IIMC Quill award winner, IIMC director as well as IIMC President and now retiree. Then there was an opportunity to socialize and dance.

There were many honored guests. All former clerks that we could connect with were invited. Those attending included the following: Karen Bailey, Goddard; Carol Sue Berger, Hays; Mary Alice Carlisle, Colwich; Don Drennan, Winfield; Verna Ferguson, Concordia; Laura Fisher, Bentley; Mary Sue Fry, Lenexa; William Goering, McPherson; Martha Graber, North Newton; Debra Gragg, Olathe; Sue Grosdidier, Mission; Sandy Howell, Lenexa; Roberta Kimble, Mulvane; Patty Kroll, Derby; Barbara Noah, Altoona; Jean Payne, Garden City; Marilyn Prather, Buhler; Mary Reed, Parsons; Rhonda Schuetz, Hiawatha; Dede Smyth, Spring Hill; Carolyn Sadler, Leavenworth; Vernon Stallman, Hutchinson; Marguerite Strange, Leavenworth; Shirley Steuver, Andale; Phyllis Walton, Atchison; and Cindy Wixson, South Hutchinson. Among the special guests were Chris Shalby, Executive Director of IIMC; Mary Lynne Stratta, President of IIMC; Dyanne Reese, Past President of IIMC; Brenda Cirtin, Past IIMC Region 7 Director and current candidate for Vice President of IIMC; and Barb Hogelin, Past President of the Missouri Clerks Association from Joplin, MO.

For those of you who attended the CCMFOA Spring Conference in 2009, you might remember Dyanne Reese attended the entire conference. In fact, she won our 50/50 raffle last year. I had to tease her that she had come back to try to win our raffle again and take our money back home to Georgia.

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PRESIDENTS MESSAGE (continued from page 1)

During the conference and election of officers, Mary Lynne Stratta outlined the duties of each position and asked us individually if we would perform the duties specific to the position we would hold. She then administered the oath of office.

Every March at the Spring Conference, a slate of officers and board members are elected. Within this combination of eleven people (Past President, President, Vice President, Secretary, Treasurer and six Board of Directors), we try to have representation for each of the eight regions that make up CCMFOA. That is important. We want every member to have a direct connection to the executive board/board of directors. Speaking for the executive board and board of directors, we are in these positions to meet the needs of our members and to move the association forward.

One of the first duties of the new president is to complete the roster of clerks who will serve on the committees. I expected there to be too many clerks wanting to serve for the limited number of positions available. That didn't happen. As I mentioned during the conference, it was "like pulling teeth" to get enough clerks to fill those committee positions. Many clerks are serving on more than one committee.

The thing to remember is that CCMFOA is an association of volunteers. The association functions only as well as the people who step forward to serve. If you want the hospitality room to be a fun place to congregate, volunteer to serve on the Hospitality Committee and make it that way. If you want more social networking sessions offered, step up and serve on the Education/Program Planning Committee, so you have a voice in the programs offered. The committees take up a very minimal amount of time. Hospitality gets together sometime to coordinate decorations for the Spring Conference. Education/Program Planning meets after spring conference and after the fall education sessions, plus one other meeting during the summer. Other committees generally meet via email or when a session can be scheduled at the Spring conference or fall education sessions. For some committees like the Newsletter Committee, you just email to the Chair the news from your region.

Think about serving the association and your fellow clerks. Also think about serving on the executive committee or board of directors. As I said in my first comments as the new president at Spring Conference, I remember very well that phone call from Brenda Chance, Phillipsburg, asking me to consider moving from the board of directors up to the executive board. (I had been serving a three-year term on the board of directors. Debbie Giskie had initially talked to me about serving on the board.) I was apprehensive about the responsibilities of the executive board positions, but I was also very honored that someone saw something in me.

Look around you and think about who would be good candidates to steer this association. Talk to them and get them thinking about it too. We plan to put an application to serve on the board of directors/executive board on the web site. Don't be surprised if someone starts nudging you to step up.

For my term as president, I promise to do my very best. I also plan to use this as another opportunity to further develop my skills. As you know, every experience adds to your skill set whether it is leadership skills, interpersonal development, decision making, collaboration/conflict resolution, etc. Take advantage of the opportunities. You won't be sorry.

If you have suggestions, ideas, questions, comments or just want to make sure that someone is listening, do not hesitate to contact me or anyone on the executive committee or board of directors. With everyone working together, we can make this a terrific year!

Marian Cook, CCMFOA President

City of Overland Park

(913) 895-6151

Marian.Cook@opkansas.org

INSTITUTE & EDUCATION REPORT

Gayle Martin, CCMFOA of Kansas Education Director

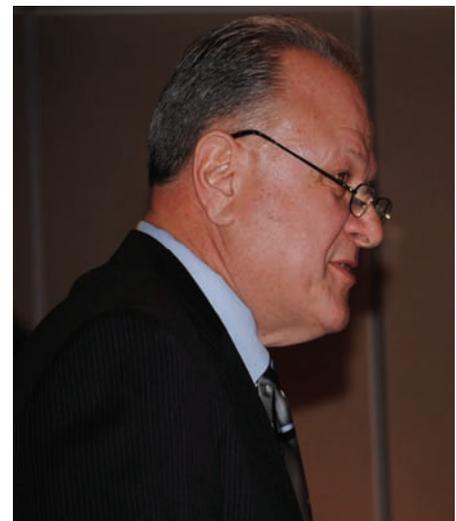
Center for Urban Studies, Hugo Wall School of Urban and Public Affairs

Wichita State University

The CCMFOA Spring Conference in March attracted 147 municipal clerks and finance officers with keynote sessions focusing on parliamentary procedure and motivation. Nancy Sylvester, a professional parliamentarian from Illinois, presented two conference sessions and a pre-conference seminar. The association also sponsored its first Athenian Dialogue as a pre-conference option. Presenting the dialogue based on a popular book was the current president of the International Institute of Municipal Clerks Mary Lynne Stratta. Several IIMC national board members and the IIMC executive president attended portions of the conference. The clerks celebrated the 60th anniversary of their association with a banquet that attracted 200 people including several retired municipal clerks. Longtime Wyandotte County/Kansas City, Kansas, Unified Government Clerk Tom Roberts was recognized at the banquet for serving CCMFOA as President, receiving the Clerk of the Year award, serving on the IIMC Board of Directors, serving as President of IIMC and for receiving the Quill Award from IIMC. Lana McPherson, DeSoto City Clerk, was named CCMFOA City Clerk of the Year at the conference.

The 2010 CCMFOA Municipal Clerks Certification Institute is October 25 to 29 at the Hilton Wichita Airport Hotel, 2098 Airport Rd., Wichita. The 2010 CCMFOA Master Municipal Clerks Academy is Oct. 28 and 29, also at the Hilton Wichita Airport Hotel.

The CCMFOA Board of Directors and education committee will be meeting at Wichita State University in June to develop the programming for the Fall educational programs.



Nancy Sylvester, professional parliamentarian; Mary Lynne Stratta, IIMC President and Tom Roberts, longtime Wyandotte County/Kansas City Kansas Clerk speaking to conference attendees.

Spring Conference Pictures



Wanna buy a ticket? Bobby Busch checking in with Melissa from WSU.

Board Members getting ready to be sworn in. L-R Deb Budig, Hill City; Sher Neufeld, North Newton; Brenda Davis, Scott City; Bobby Busch, Neodesha; Gary Fees, Manhattan; and Donita Crutcher, Hoisington.



Group photo of former City Clerks at 60th anniversary of CCMFOA dinner



Hospitality Suite rocks with Marlas, Johnna and Barbara. Thanks ladies!

Spring Conference Pictures



Rosehill City Administrator Kathy Raney "singing" the praises for Tom Roberts at his roasting during the CCMFOA dinner..



Check those tickets. Congratulations June Bender from Plains who won the big 50/50 raffle.



Crowd pleaser Dr. Marche Fleming-Randle working the audience.



Outgoing CCMFOA President Cheri Peine addressing the membership.

Spring Conference News



Mildred Vance City Clerk/Finance Officer of the Year

Congratulations to Lana McPherson, City Clerk of De Soto upon her selection as the Mildred Vance City Clerk/Finance Officer of the year. Lana was honored at the CCMFOA spring conference luncheon and will also be honored again this Fall at the League of Kansas Municipalities Conference. Congratulations Lana!



Mildred Vance City Clerk/Finance Officer of the Year Lana McPherson, De Soto with CCMFOA President and prior Clerk of the Year Cheri Peine.



Lana McPherson, De Soto receiving special recognition from the Johnson County Board of County Commissioners during Municipal Clerks Week. L-R Casey Joe Carl, County Clerk; Lana and Annabeth Surbaugh, Chairperson.

CCMFOA 2010-2011 BOARD OF DIRECTORS & COMMITTEES

BOARD OF DIRECTORS

President – Marian Cook, Overland Park, (913) 895-6151, Marian.Cook@opkansas.org
 Vice President – Pam Corby, Larned, (620) 285-8500, larned3@cityoflarned.com
 Secretary – Kerry Benson, Beloit, (785) 738-3551, kbenson@beloitks.org
 Treasurer - Deb Mootz, Roeland Park, (913) 722-2600, dlmootz@roelandpark.org
 Immediate Past President – Cheri Peine, Oswego, (620) 795-4433, cpeine@oswegoks.com

BOARD MEMBERS

Bobby Busch, Neodesha (2013) (620) 325-2828, bbusch@ci.neodesha.ks.us
 Deb Budig, Hill City (2013) (785) 421-3438, clerkdeb@ruraltel.net
 Gary Fees, Manhattan (2012) (785) 587-2406, fees@ci.manhattan.ks.us
 Brenda Davis, Scott City (2012) (620) 872-5322, scottcity@pld.com
 Donita Crutcher, Hoisington (2011) (620) 653-4125, dcrutcher@hoisingtonks.org
 Sher Neufeld, North Newton (2011) (316) 283-7633, nncity@northnewton.org

NEWSLETTER/PUBLICITY

David Bryant, Lenexa – Chair (913) 477-7516, dbryant@ci.lenexa.ks.us
 Region 1 – Darla Ellis, Norton (785) 877-5000, ntclerk@ruraltel.net
 Region 2 – Belinda Thornburg, Fowler (620) 646-5231, cityoffowler@swko.net
 Region 3 – Wayne Henneke, Great Bend (620) 793-4111, waynehenneke@greatbendks.net
 Region 4 – Rose Gourley, Lincoln (785) 524-4280, rmgourley@nckcn.com
 Region 5 – Virginia Edwards, Andale (316) 444-2351, vedwards2351@prodigy.net
 Region 6 – Penny Soukup (785) 263-2550, cityclerk@abilenecityhall.com
 Region 7 – David Bryant, Lenexa (913) 477-7516, dbryant@ci.lenexa.ks.us
 Region 8 – Toni Crumrine, Chetopa (620) 236-7511, tcrumrine05@hotmail.com

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 Tory Jost, St. Marys (785) 437-2311, cityclerk@oct.net
 Kristine Polian, Valley Center (316) 755-7310, kpolian@valleycenterks.org

MANUAL & BYLAWS COMMITTEE

Bobby Busch, Neodesha – Chair (620) 325-2828, bbusch@ci.neodesha.ks.us
 Stephanie Ax, Peabody (620) 983-2174, treas@peabodyks.com
 Cindy Lero, Erie (620) 244-3461, cityclerk@cityoferie.kscoxmail.com
 Elizabeth Kelley, Overland Park (913) 895-6155, Elizabeth.Kelley@opkansas.org
 Cheri Peine, Oswego (620) 795-4433, cpeine@oswegoks.com

HISTORIAN/ARCHIVE COMMITTEE

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 Carol Jones, Park City (316) 744-2026, cityclerk@parkcityks.com
 Lieu Ann Eelsey, Salina (785) 309-5735, lieuann.eelsey@salina.org
 Teresa Anderson, Gardner (913) 856-0945, tanderson@gardnerkansas.gov
 Brenda Younger, Topeka (785) 368-3943, byounger@topeka.org

HOSPITALITY COMMITTEE

Marlas Christian, New Strawn – Chair (620) 364-8283, newstrawncityclerk@embarqmail.com
 Johnna Stanford, St. John (620) 549-3208, sjcc@gbta.net
 Belinda Thornburg, Fowler (620) 646-5231, cityoffowler@swko.net
 Barbara Schattak, Lyndon (785) 828-3146, barbschattak@mchsi.com
 Darcy Higgins, Baldwin City (785) 594-6427, dhiggins@baldwincity.org
 Leslie Stephan, Mount Hope (426) 661-2211, mthopelss@prodigy.net

SILENT AUCTION/PROMOTIONAL SALES

Erica Jones, Augusta – Chair (316) 775-4510, ejones@augustagov.org
 Carol Eddington, Oswego (620) 795-4433, ceddington@oswegoks.com
 Shandi Wicks, Salina (785) 309-5735, shandi.wicks@salina.org
 Vicki Zentner, Westmoreland (785) 457-3361, westycity@bluevalley.net
 Patricia Foster, Douglass (316) 747-2109, pfoster@cityofdouglassks.com

CCMFOA 2010–2011 COMMITTEES (continued from page 7)

MEMBERSHIP/MENTORING/REGIONAL COMMITTEE

Angela Lang, Marion – Chair (620) 382-3703, angela@marionks.net
 Region 1 – Karen Larson, Oberlin (785) 475-2217, klarson@oberlinkansas.gov
 DeAnza Ambrosier, Bird City (785) 734-2616, birdcity@eaglecom.net
 Region 2 – Stacey Frizzell, Garden City (620) 276-1100, cityclerk@garden-city.org

 Region 3 – LuAnn Kramer, Pratt (620) 672-5571, lkramer@cityofprattks.com

 Region 4 – Neysa Brown, Holyrood (785) 252-3652, holycity@hbcomm.net
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 Region 5 – Janis Edwards, Wichita (316) 268-4529, jedwards@wichita.gov

 Region 6 – Angela Lange, Marion (620) 382-3703, angela@marionks.net
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 Region 7 – Lana McPherson, De Soto (913) 583-1182, lmcpherson@desotoks.us
 David Bryant, Lenexa (913) 477-7516, dbryant@ci.lenexa.ks.us
 Region 8 – Roxanne Hutton, Iola (620) 365-4915, rhutton@iolaks.com

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 Brenda Davis, Scott City – Board member (620) 872-5322, scottcty@pld.com
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 Gary Fees, Manhattan – Board member (785) 587-2406, fees@ci.manhattan.ks.us
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 Martha Sumrall, Mission (913) 676-8355, msumrall@missionks.org
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 Sher Neufeld, North Newton-Board member (316) 283-7633, nncity@northweston.org
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 Karen Logan, Leavenworth (913) 682-9201, kjlogan@firstcity.org
 Carol Jones, Park City (316) 744-2026, cityclerk@parkcityks.com
 Renee Geyer, Leoti (620) 375-2341, leoticityclerk@wbsnet.org
 Stephen Powell, Shawnee (913) 742-6243, spowell@cityofshawnee.org

CITY CLERKS/MUNICIPAL FINANCE OFFICER OF THE YEAR

Lana McPherson, De Soto, Chair (913) 583-1182, lmcpherson@desotoks.us
 Cheri Peine, Oswego (629) 795-4433, cpeine@oswegoks.com

NOMINATING COMMITTEE (Two Past Presidents and member at large, Immediate Past President is Chair)

Cheri Peine, Oswego – Chair (620) 795-4433, cpeine@oswegoks.com
 Brenda Chance, Phillipsburg (785) 543-5234, pburgclerk@ruraltel.net
 Renee Geyer, Leoti (620) 375-2341, leoticityclerk@wbsnet.org

IIMC SCHOLARSHIP

Anna Keena, Spring Hill -Chair (913) 592-3664, keenaa@springhillks.com
 Debbie Giskie, Liberal (620) 626-2206, debbiegiskie@cityofliberal.com
 Martha Sumrall, Mission (913) 676-8355, msumrall@missionks.org

REGION MEETING NEWS

Region 2

Region 2 Members met Wednesday, March 10, 2010 at the CCMFOA Annual Spring Conference. Those present were Stacey Frizzell, Garden City; Renee Geyer, Leoti; Dana Cotheman, Ulysses; Carely Yaeger, Ness City; Brenda Davis, Scott City; Kristi Lee, Ashland; June Bender, Plains; Cindy Brockelman, Lakin; TruDee Little, Cimarron; Lisa DeVaney, Syracuse; Belinda Thornburg, Fowler; Connie Marques, Dodge City; Dayle Jeanne Lorenson, Johnson City; Tiffany Neel, Meade.

After introductions, members discussed upcoming training events, scholarship availability for IIMC, MMC Academy, and Spring Conference. Belinda volunteered(?) to be the Publicity/Newsletter coordinator for the region. Reminders of meeting in Montezuma on March 30, and discussion about future regional meeting places.

A Region 2 Meeting was also hosted by Staci Gibson and Cami Jantz on March 30, 2010, in Montezuma, KS. After a fantastic lunch at Eva's Restaurant, we held a meeting at the Stauth Museum. Those in attendance were Carolyn Swank, Kismet; Deb McKivergan, Jetmore; Robin Pena, Holcomb; Stacey Frizzell, Garden City; Connie Marquez, Dodge City; Nanette Pogue, Dodge City; Debbie Giske, Liberal; Belinda Thornburg, Fowler; Lisa DeVaney, Syracuse; Cindy Brokelman, Lakin; Brenda Davis, Scott City.

Major topic of discussion was new Golf Cart/ATV Ordinances already adopted in some cities. Debbie Giske shared updates on Record Retention and Brenda Davis gave updates on Parlimentary Procedures from Spring Conference.

After the meeting the group enjoyed a tour of the Museum featuring "LIFE: A Journey Through Time". A fabulous photographic exhibition by Lanting, which the museum boasts to be only the second US showing of this incredible international exhibition.

Region 5

Region 5 Clerks met at the CCMFOA Spring Conference on March 11th at the Marriot Hotel in Wichita. Janis Edwards, CMC, Deputy City Clerk of Wichita is Chair and led the meeting, with a little help from Patty Gerwick, MMC, City Clerk of Mulvane. Several region 5 members were in attendance. It has been quite a while since our last Region meeting, so the group set a goal to get more active. Diana Brooks, MMC, City Clerk of Colwich volunteered to host a meeting as did Jean Epperson, CMC, of Derby. Virginia Edwards, CMC, Clerk of Andale volunteered to for the Newsletter/Publicity Committee for the Region.

Two of our clerks have attained new designations from IIMC. Janise Enterkin of Sedgwick received her CMC and Kathy Raney of Rose Hill, MMC. Congratulations ladies!!!!

Mount Hope City Clerk George Dick retired on March 31, 2010. Best Wishes to George!
Welcome to Mary Faulkner, new City Clerk for Mount Hope.

CLERKS ACHIEVEMENTS

Two Clerks receive IIMC Certified Municipal Clerk designation.

James O. Dryden , CMC, City Clerk, City of Plainville

Janise P. Enterkin, CMC, City Clerk, City of Sedgwick

Eight Clerks receive IIMC Master Municipal Clerk designation.

Scott D. Bird , MMC, Finance Director, City of Ottawa

David F. Bryant, III, MMC, City Clerk, City of Lenexa

Cynthia A. Conrardy, MMC, City Clerk, City of Kingman

Brenda K. Davis, MMC, City Clerk, City of Scott City

Marietta Lucas, MMC, Retired City Clerk of Chapman

Jan Meisinger, MMC, City Clerk, City of Hillsboro

Kathy A. Raney, MMC, City Administrator/City Clerk/Dir.of Finance

City of Rose Hill

Karen A. Sublett, MMC, City Clerk, City of Wichita

Congratulations on your accomplishment!!

IN MEMORY

Our condolences to Abilene City Clerk Penny Soukup on the loss of her husband Pat.

RETIREMENTS

Barbara Denney, City Clerk, City of Cedar Vale

George R. Dick, City Clerk, City of Mount Hope

Tom Roberts, Clerk of the Unified Government of Kansas City Kansas

Mary Jo Walz, City Clerk, City of Ellis

THANK YOU'S

To Exec. Committee, Board of Directors and CCMFOA members: Thank you for inviting me to the 60th Anniversary Conference. I enjoyed the evening and had a great time. It was go good to see all of my city clerk friends. What a nice evening.

Thank You,

Phyllis Walton

Dear CCMFOA. It is with deep appreciation that I thank those who nominated me for the Mildred Vance City Clerk/ Finance Officer of the Year. I am honored and humbled that you chose me to receive the award this year. I know there are many of my fellow clerks who are most deserving of this prestigious award. I sincerely thank you for the cards, emails and telephone calls congratulating me. I am putting all of them in a notebook so I can relive that awesome moment for years to come. I value this organization and treasure the friendships I've made the past 11 years. On my office wall hangs a quote by George Bernard Shaw given to me by a friend when I was sworn in as city clerk. It states: *"I am of the opinion that my life belongs to the community; and as long as I live, it is my privilege to do for it whatever I can."* I strongly believe that being a city clerk means exactly that. Again, my sincere thanks and appreciation to all of you for honoring me with this award. I am truly blessed!

Lana R. McPherson, MMC

City of De Soto City Clerk

CCMFOA BOARD MEETING MINUTES

City Clerks and Municipal Finance Officers Association

Board of Directors Meeting

March 9, 2010

Wichita Marriott

President Cheri Peine called the meeting to order at 5:15 p.m.

Members present were Cheri Peine, Marian Cook, Jerry Lovett Sperling, Donita Crutcher, Gary Fees, Brenda Davis, Pam Corby and Darla Ellis. Sher Neufeld was absent. Also in attendance were: Gayle Martin, Education Director, and incoming Board members (Bobby Busch, Debra Mootz and Deb Budig).

Minutes- Corrections to the minutes from the Nov. 11, 2009, Board Meeting were to add Bobby Busch to the slate of officers from the Nominating Committee, and to list Gayle Martin as Education Director. Motion by Kerry Benson, second by Marian Cook, and carried to approve the amended minutes of the Nov. 11, 2009, Board meeting.

Treasurer's Report-Motion by Jerry Lovett Sperling, second by Darla Ellis, and carried to accept the Treasurer's reports as presented for Dec. 31, 2009, and as of Feb. 28, 2010.

For the record: Adoption of 2010 Education Program Budget- The board approved the spring Conference program budget.

Report by Institute Director- Gayle Martin was absent. President Peine reported the preconference attendance was low. The projected revenue loss is approximately \$2000.

Report by Mary Lynne Stratta, IIMC President- She reviewed the great strides that are being made with the international organization. There are updates on the IIMC website and all positive things are happening.

Committee Reports-

Silent Auction/Promotional Sales Committee: Erica Jones still has denim shirts, T-shirts, CCMFOA sticky notes and portfolios in stock. Prices were reduced to try to get the inventory sold.

Manual and Bylaws Committee: Bobby Busch announced the Bylaws are updated and ready to go on the website.

Old Business-

Strategic Planning – Website Upgrade: Debra Mootz volunteered to work on updating the website. We want to include an application to indicate interest in serving on the board of directors.

New Business-

Nominating Committee: Jerry Lovett-Sperling reported the results of the Nominating Committee. Nominations from the floor will be accepted on Wednesday.

2011 CCMFOA Pins: Jerry Lovett-Sperling requested ideas for the 2011 CCMFOA pins. It was the consensus that the "good witch" will be the subject of the next pin.

Vendors/Sponsors for 2010 Vendor Fair: Pam Corby gave the conference vendor and sponsor report. There are 27 vendors and 10 sponsors. We do have some new vendors.

Report of CCMFOA Membership: Kerry Benson reported on the 2010 members. As of today, there are 191 memberships that are not paid. There were 448 paid members in 2009.

Donation to Brenda Cirtin, Candidate for IIMC Vice President: We had previously agreed to pay for the banquet cost and hotel room. Motion by Jerry Lovett-Sperling second by Kerry Benson, and carried to also pay for mileage from Springfield, MO, to Wichita, KS, for Brenda Cirtin.

CCMFOA BOARD MEETING MINUTES (continued from page 11)

Board of Directors Meeting of March 9, 2010

Education Director Attendance at 2010 IIMC Conference- Motion by Jerry Lovett-Sperling, second by Donita Crutcher and carried to cover Gayle Martin's expenses and transportation to the conference. Jerry amended the motion to read up to \$2000 for expenses. Donita Crutcher seconded the motion and the motion carries. Whether CCMFOA will fund the expense of the education director attending the annual IIMC Conference would be determined on an annual basis based on CCMFOA budget considerations.

Kansas Historical Advisory Board – City Clerk position: Pam Balch is suggesting a city clerk be appointed to serve on the Kansas Historical Advisory Board. There is an application for the position. It was the consensus of the Board to talk to Brenda Younger, Topeka, about serving on the Kansas Historical Advisory Board, since the meetings would be in Topeka. Topeka has a good records management system in place and Brenda could more easily attend the meetings. Debra Mootz expressed an interest if Brenda declined to serve.

Prorated Conference Registration Fees: There has been a request for a prorated rate to attend part of the conference. The consensus of the Board is to discuss this topic at the summer meeting for a trial at the 2011 Spring Conference. Any requests would need to be received prior to the Conference for a prorated rate based on hours attended. We would also want to charge a "premium" rate.

Motion by Jerry Lovett-Sperling, second by Gary Fees and carried to prorate the request we received for the 2010 Spring conference at \$200 for attending part of the conference.

Policy for the ListServe: There have been some issues with the use of ListServ, including a recent email concerning employment issues. The ListServ policy was initiated as a means to ensuring that emails posted to the ListServ are professional. Motion by Darla Ellis, second by Donita Crutcher and carried to adopt the policy. A disclaimer would be added to the policy before publishing to ListServ, the website and CCMFOA members.

WSU Contract: Cheri and Marian will meet with Dr. Wong tomorrow. WSU is proposing that if there is a shortage CCMFOA would be responsible for reimbursing WSU and if there is a profit, then WSU is requesting to retain half of the profit as a carry-forward amount to fund pre-program expenses. The consensus of the Board was that as long as any profit is documented and carried forward year to year on the program budgets, we would agree to that addition to the contract. The new contract also sets a timeframe to receive budget information prior to each program and for the final report from WSU following the programs.

The date for the next board meeting will be announced at a later date.

Announcements: Cherie Peine announced the planning meeting will be at noon in the hotel restaurant. The region baskets drawing will be drawing Thursday evening; 50/50 drawing will be Friday at noon. The drawing for the MCEF Hawaii tickets will be at the IIMC Conference.

Motion by Jerry Lovett Sperling, second by Kerry Benson, and carried to adjourn. Meeting adjourned at 7:00 PM.

Respectfully submitted,

Pam Corby, CCMFOA Secretary

CCMFOA BUSINESS MEETING MINUTES

City Clerks and Municipal Finance Officers Association

Business Meeting

March 11, 2010

Wichita Marriott

President Cheri Peine called the meeting to order. She recognized the Marriott wait staff for their excellent service. She then introduced the head table, which included Dr. Wong from WSU and Mary Lynn Stratta, IIMC President.

The first time attendees were introduced. President Peine recognized the new CMCs, MMC s and any clerks retiring.

Motion by Brenda Chance, second by Bobby Busch, to approve the Nov. 12, 2009, minutes as presented. Motion approved.

Motion by Tom Roberts, second by Debbie Geskie, to approve the Treasurer's Report as presented. Motion approved.

Committee Reports:

Education/Certification – Marian Cook reported that the Committee met with the Institute classes at the Fall Certification Institute to present information about applying to IIMC for the CMC designation and to answer questions. On behalf of the Committee, the Chair has sent letters to Mayors/Councils/City Administrators recognizing the CMC achievement and emphasizing that education is a life-long process—especially in the Clerk position, where things constantly change. The Chair also sent letters of congratulations to new MMCs. Currently, there are 902 MMCs internationally and 28 in Kansas. There is no longer a requirement to recertify with IIMC to retain the CMC designation. New certificates can be obtained from IIMC with no expiration date. Any Clerks who previously lost their CMC because they did not recertify can reclaim their CMC status with IIMC.

Education/Program Planning - Marian Cook reported that the Committee met last June to work on the Institute/Academy programs and the Spring Conference. The Committee will meet following the Conference. They are interested in feedback and specifically what we can do to make the programs even better. Everyone was asked to complete their evaluation forms.

Upcoming events:

IIMC Annual Conference in Reno, NV May 23-27, 2010

Certification Institute October 25-29, 2010

Master Academy October 28-29, 2010

NOTE Institute and Academy will be in October (new date) and place (Airport Hilton) for 2010 only.
2011 Spring Conference March 8-11, 2011

Silent Auction/Promotional Item Sales - Erica Jones reported they have 7 portfolios left for purchase. She reported that the Susan B. Jacobs Silent Auction will be held at the League of Kansas Municipalities meeting in October. They will be asking for donations for the silent auction. She noted that tickets to sporting events are very popular items, if anyone has connections to secure any of those for the auction.

Handbook/Bylaws – Bobby Busch reported the City Clerk Handbook and By-laws has been incorporated with changes the Board has implemented and has been posted to the CCMFOA website.

CCMFOA BUSINESS MEETING MINUTES (continued from page 13)

Business Meeting of March 11, 2010

Hospitality - Pat Kasper gave the report. This is Pat's last year as chair. She has been chair of this committee for many years. Marlas Christian will be the new chair for the committee. She was presented with a thank you gift for her years of service.

Awards/Scholarships - Kerry Benson announced the winners of the 2010 Spring Conference scholarships. They are Phil Martin, Ellis; Jim Koger, Overbrook; and Kimberly Rich, Cedar Vale.

Kerry reported on the scholarship process for the Certification Institute and Master Academy Scholarships.

Brenda Davis announced that Anna Marie Keena was the winner of the IIMC Annual Conference Scholarship for the conference in Reno, NV.

Board of Directors Meeting Report - President Cheri Peine reported the web site is being updated and a list serve policy is being implemented.

New Business-

Brenda Cirtin, City Clerk from Springfield, MO, Region VII is the only candidate for Vice-President of IIMC. Brenda asked for the Kansas clerks' support of her candidacy.

Election of Officers and Board of Directors:

Nominating Committee - Jerry Lovett Sperling reported on the slate of officers for March 2010 to March 2011 as follows: President - Marian Cook, Overland Park; Vice President - Pam Corby, Larned; Secretary - Kerry Benson, Beloit; Treasurer- Deb Mootz, Roeland Park; and Past President - Cheri Peine, Oswego. Board of Directors: Deb Budig 2013; Sher Neufeld 2013; Gary Fees 2012; Brenda Davis 2012; Donita Crutcher 2011; and Bobby Busch 2011. Motion by Tom Roberts, second by Patty Gerwick, to approve the slate of Officers/Board Members. Motion carries.

IIMC President Mary Lynne Stratta gave the oath of Office to the Officers/Board of Directors.

Past President Farewell & Passing of Gavel to New President- Cheri Peine passed the gavel to Marian Cook. Marian commended Cheri for all of her work on the 60th Anniversary Celebration planned for Thursday evening.

Mildred Vance City Clerk/Finance Director of the Year Award- Brenda Chance announced Lana McPherson from the City of De Soto was the winner of this year's award.

Other Business- President Cook recognized Gayle Martin, and Melissa Calloway from WSU for all their work on this conference. She also talked about looking at the issues from the Strategic Planning Process during this year and upgrading the website.

The meeting adjourned.

Respectfully submitted

Pam Corby
CCMFOA Secretary



CCMFOA LISTSERV POLICY

New ListServ Policy approved by CCMFOA Board of Directors

In the past, there have been comments and sometimes complaints received about clerks using the CCMFOA ListServ to pass on jokes or “don’t break the chain” emails or asking if other city offices are open on holidays. I don’t read ListServ every day, but I do look for inquiries that I can offer any input on. Many of the inquiries are about utility policies and collections. Since Overland Park does not have any utilities, I have nothing to offer on those. Recently, however, there was a question posed about a serious employment issue, which could cause some serious repercussions to that city. When that inquiry came out, which clearly needed to be addressed by the city’s attorney, it was time for CCMFOA to look at a Policy governing the use of the ListServ.

Why should we care who asks anything? First of all, our ListServ can be monitored by the City Administrators/Managers. They can check in to see what is being discussed. Do not think you can say something to only fellow clerks. That is a primary reason to always keep your emails professional and on point. Next, emails are increasingly considered public records that must be produced in a records request, according to the Kansas Open Records Act. And finally, you need to be aware that the emails (inquiries and responses) are archived by the League in a database that can be searched and recovered.

So, at the Board Meeting prior to the Spring Conference, the CCMFOA Board did approve a policy to govern the use of the CCMFOA ListServ. A copy of the policy follows this article and it will be included in the New Clerks packets and on our web page. Please print it out and keep it as a reminder to use ListServ and to use it wisely.

Policy for the Use of the CCMFOA ListServ

March 2010

What is the ListServ?

ListServ is an email-based discussion group where members ask questions or share information. Once you join a list service, you may send an email to a specific address and your message will automatically be forwarded to everyone who has joined the list serve. The members of the list service can then respond to just the sender, the entire list, or choose not to respond at all. It’s a great way to get advice from several people at one time or to share information with a large group that could benefit from the information.

The purpose of the ListServ:

- To network with colleagues;
- To seek advice and get responses quickly;
- To resolve problems and seek solutions.

ListServ Etiquette

To make ListServ postings more effective:

All emails should be professional and concise--Do not send jokes, stories or pictures;

Provide contact information;

Reply to the entire ListServ if everyone will benefit from your information; otherwise, send the response to the individual only—not the entire list!

Do not post anything you do not want the world to see (Mayor/Council/City Administrator);

Use the ListServ for business purposes only and not as a Facebook or My Space page.

CCMFOA LISTSERV POLICY (continued from page 15)

CCMFOA Membership Required.

The CCMFOA Listserv is a membership benefit. The Listserv is sponsored by the League of Kansas Municipalities and is open to all current members of CCMFOA. All new members should provide an email address on their membership application. The CCMFOA Treasurer forwards new member information to the League.

All new CCMFOA members can access Listserv by following the subscription instructions:

Listserv Instructions:

To Subscribe:

1. In the "To:" line, type: webmaster@lkm.org
2. In the "subject" line, type: subscribe
3. In the "message" space, type: subscribe ccmfoa
4. Send the message.

To Post a Message:

1. In the "To:" line, type: ccmfoa@lkm.org
2. Fill in the "subject" line and "message" lines with your question/problem.
3. Send the message.

To Unsubscribe:

In the "To:" line, type: webmaster@lkm.org

1. In the "subject" line, type: unsubscribe
2. In the "message" space, type: unsubscribe ccmfoa
3. Send the message.

NOTE:

Do not solicit legal advice over the Listserv. Contact your City Attorney or the League.

The League of Kansas Municipalities does not circulate, rent, lend or otherwise share the email addresses of CCMFOA members.

Be aware that emails are increasingly considered recoverable under the Kansas Open Records Act, so keep the Listserv entries professional and use discretion.

There is an archive of prior postings. The archive is only available to the list members.

Disclaimer: CCMFOA accepts no liability for the content of email posted to the Listserv, or for the consequences of any actions taken on the basis of the information provided. Any views or opinions presented in this email are solely those of the author and do not necessarily represent those of CCMFOA.

CCMFOA COMMITTEE VOLUNTEERS & IIMC NEWS

CCMFOA Committee Volunteers

One of the first duties of the CCMFOA President is to fill the Committees who will serve with him or her during their term in office. You generally begin that process while you are still the Vice President, so that you have your committees pretty much completed by the Spring Conference.

I began the process anticipating that I would have to select from several people wanting to serve on a committee. After all, membership on some of the committees is limited according to the Handbook and Bylaws. Also considering that you need the points from serving on Association committees to fulfill the Professional and Social Contribution points required when applying for a Master Municipal Clerk designation, I didn't think it would be hard to finish the list of Committee appointments. It was more challenging than I thought.

As I began the process of asking for volunteers, I was pleased when several applications came in. However, then the applications stopped. I went from asking for volunteers to recruiting on ListServ and finally to directly contacting CCMFOA members to ask them to serve just to have enough "volunteers" to complete the committees.

At the Spring Conference, I mentioned to the assembly that "it was like pulling teeth" to get enough volunteers, and it was. Since then, I have had a few CCMFOA members email to tell me they are on this committee or another one. I just want to clarify for everyone going forward, you do need to volunteer or coordinate committee assignments through the Vice President for the assignments beginning after the Spring Conference each year. I hope this information will help clarify to the membership and will help all Vice Presidents in the future as they ask for volunteers to serve on the CCMFOA Committees.

To all those who volunteered and to all those "whose arms I had to twist," I do thank you for agreeing to serve with me. The Association and the Committees are only as good as the people who serve. Looking at the Committee lists, it should be a great year!

MARK YOUR CALENDARS!!!

Hello All,

The State of Missouri has the honor of hosting the [IIMC](#) Region VII meeting this year!

The meeting will be held on July 15, 16 and 17th at the St. Charles Convention Center. We are planning a dinner for Thursday night and some great education for Friday and Saturday...stay tuned for more details!

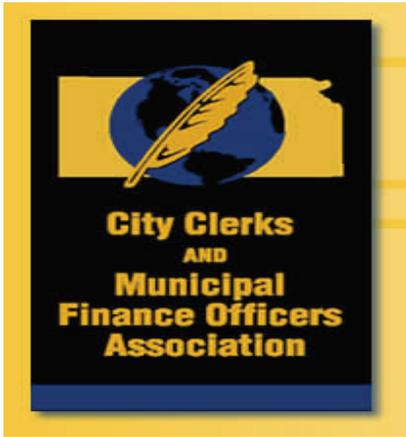
We will be sending registration and lodging information very soon but I wanted everyone to mark their Calendars and plan to join us in July.

We hope to see you there!

Karen Goodwin

Region VII Director,

[IIMC](#)



Our Mission Statement

"Promoting Responsive and Responsible Government"

In order to promote responsive and responsible government, the City Clerks and Municipal Finance Officers Association of Kansas provides a comprehensive support network of professional development resources and education opportunities for the benefit of its members and the communities they serve; encouraging competency, integrity, efficiency and accountability in the delivery of local government services.

CCMFOA Wings Newsletter

David Bryant, Editor

C/O: City of Lenexa

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